



**Haringey** Council

**APPENDIX A**



# **Outdoor Events Policy**

*Place & Sustainability Directorate*

January 2014

## Document Control

<b>Version</b> 4	<b>Status</b> <i>December 2013 Final Policy</i>	<b>Author</b> <i>Simon Farrow, Head of Client Services, Single Front Line, Place &amp; Sustainability</i>
<b>Document Objectives:</b> To convey the operational policy for the management of outdoor event is Haringey		
<b>Intended Recipients:</b> Event Organisers of all sizes, Friends Groups and other park stakeholders		
<b>Monitoring Arrangements:</b> <i>The deployment of the operational policy will be monitored through an annual review at the end of each event season.</i>		
<b>Training/Resource Implications:</b>		
<b>Approving Body and Date Approved</b>		<i>Cabinet 17<sup>th</sup> December 2013</i>
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<b>Scheduled Review Date</b>		<i>At any point following an annual review where Officers judge that the policy is deemed not to be meeting the aims of the policy.</i>
<b>Lead Officer</b> (a contact person who can assist with inquiries about the policy and any other tools or supporting materials that will help the policy to be understood and successfully implemented)		Simon Farrow
<b>Path and file name</b>		

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# 1. Introduction

- 1.1.1. Haringey Council recognises the value and benefit that a varied and well managed outdoor events programme can offer the residents in Haringey. The Council is committed to supporting events that contribute to our vibrant culture, environment and economy.
- 1.1.2. This Policy is provided to assist the decision making process behind building a sustainable and varied programme of events for Haringey residents. It also seeks to protect the community and the parks and open space infrastructure and minimise or mitigate any negative impacts which events may cause.
- 1.1.3. Haringey's Corporate Plan 2013/14 – 2014/15 One Borough, One Future sets out four key outcomes over this period. This policy can contribute to each of these outcomes:

<b>Outstanding for All</b>	<ul style="list-style-type: none"> <li>• Making space available for school sports days, educational visits and extra curricula activities.</li> </ul>
<b>Safety and Wellbeing for All</b>	<ul style="list-style-type: none"> <li>• Ensuring events are well planned, safe and minimise the opportunity for crime.</li> <li>• Ensure cleaning of parks and toilet provision is adequate.</li> <li>• Provide a range of opportunities for people to enjoy their local park or open space.</li> </ul>
<b>Opportunities for All</b>	<ul style="list-style-type: none"> <li>• Bring outside events to the park with local economic benefits.</li> <li>• Provide opportunities for people to volunteer.</li> <li>• Ensure events are accessible to all parts of the community.</li> <li>• Provide occasions where communities can come together at small and large events.</li> </ul>
<b>A better Council</b>	<ul style="list-style-type: none"> <li>• Provide clear advice to organizers and residents.</li> <li>• Provide simple and easy to navigate processes.</li> <li>• Support the local community to do things for themselves by providing training and pump priming.</li> </ul>

- 1.1.4. The policy also takes into consideration the Haringey Open Spaces strategy 2006 which set out 8 agreed objectives in relation to the management of Haringey's Open Space. The following six objectives are relevant in relation to this policy:-
2. To create safe open space environments which can be enjoyed by all sections of the community.
  4. To develop the educational role of open space, particularly for young people, in order to promote greater knowledge and understanding of the importance of the natural environment.

5. To provide a range of opportunities and facilities for active and passive recreation which can contribute to improved mental and physical health and wellbeing.
  6. To manage and develop parks and open spaces in order to promote social inclusion and usage by all of Haringey's diverse communities.
  7. To develop and promote an increased range of opportunities for people to enjoy cultural experiences and activities.
  8. To promote biodiversity and the conservation, protection and enrichment of species and habitats.
- 1.1.5. The policy also seeks to support the emerging outcomes of the new Haringey Cultural Strategy which is currently being drafted. These include:
1. Haringey has a strong and sustainable cultural economy and thriving cultural sector with high levels of employment, training and entrepreneurship across the sector.
  2. Collective and personal wellbeing in Haringey increases, particularly for people and communities living in the least privileged areas of the borough.
  3. Culture and cultural activity is an integral part of successful economic, physical and social regeneration.
  4. The creativity and enterprise of young people is released and supported, particularly amongst young people living in the least privileged areas of the borough.

## **2. Scope and Definition**

- 2.1.1. This document sets out the policy in relation to the hiring of parks and open spaces for organised events. It is needed in order to promote a varied calendar of events that are held in the right locations, with the appropriate frequency, and carried out safely.
- 2.1.2. Anybody or individual looking to make an event booking be it for commercial, charitable or community use must adhere to the requirements of this policy and its supporting documents.
- 2.1.3. This Policy does not apply to Sporting Activities (e.g. Football, Rugby Matches, Tennis, Bowls, etc) for which there are separate booking processes in place. However for the avoidance of doubt it does include those wishing to make bookings for running clubs, organised cycling, fitness classes and personal / group training.

## **3. Aim**

- 3.1.1. The document aims to communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging an event in any park or open space managed by Haringey Council.
- 3.1.2. It is intended that this Policy will balance the interests of residents, park users, stakeholders and businesses and allow Haringey to:
  - Demonstrate best practice in all aspects of event management, including the event application process.

- Ensure that a sustainable number of events are permitted.
- Minimise, mitigate and manage the impact on parks and open spaces and surrounding areas.
- Encourage events that have strong community benefit and engagement and, where necessary, remove barriers.
- Support community event organisers and parks and open space user groups through the development of a streamlined event application process and up-skilling event organisers.
- Improve communication and engagement with residents and business.

## 4. Scale and Type

4.1.1. Events in Haringey's parks and open spaces are defined according to their size:

Capacity (judged by number of attendees per day)	Scale
More than 10,000	Major
2,001 – 10,000	Large
501 – 2,000	Medium
Less than 500	Small

4.1.2. If the capacity of an event is very close to the limit of the category, Officers reserve the right to choose which category the event lies in.

4.1.3. Where the organiser is seeking a premises license for an event the final attendance numbers will be set as part of the premises licensing process.

### 4.2. Community and Charity Events

4.2.1. Community events are those which are organised by the community or voluntary groups in support of the community for the benefit of the Borough or local residents. A community event must always be offered with no entrance fees to the public. They will not provide significant advertising or other commercial benefit opportunities to a profit making business or organisation. The organiser will be asked to provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event. Fees, where levied for community and third sector stallholders, will be set at an affordable and accessible level.

4.2.2. Charity events should be for the benefit of a Registered Charity. Applications must be received from the charity themselves, or include a signed letter of endorsement from the charity. The charity will ultimately be responsible for the event. Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that all proceeds (over and above costs) will be for the charity.

4.2.3. Many of Haringey's parks and open spaces have Friends Groups and other user groups who help to oversee the maintenance, development and enjoyment of our parks and open spaces. These volunteer groups hold a number of events throughout the year and in recognition of the invaluable role played, hire fees will not normally be charged for such events. Such events however can damage parks and open spaces and a ground deposit will sometimes be required. The requirement for the ground deposit may on occasion be waived where the group has insufficient funds available. In such circumstances groups

that do cause significant damage to the park or open space will be prevented from making bookings in the future without a ground deposit.

- 4.2.4. Applications from recognised Park Friends / User Groups for events must be submitted and signed by the Chair of the Group. Park User Group Events would generally be free for the public to enter. If a user group wishes to charge for entry, proceeds should be reinvested back into the park or open space.

### **4.3. Commercial Fundraising**

- 4.3.1. This category is for those organisations who seek to organise an event for the sole purpose of raising funding for a charity or other not for profit body via events that charge an entrance fee. Typically events will be staged by professional companies on behalf of the charity and will expect attendance in the thousands.

### **4.4. Commercial Events**

- 4.4.1. This category is for all events which are intended to generate a profit and will usually have an entrance fee attached. Commercial events are typically accessible to the general public for a fee. This category includes funfairs and circuses.

### **4.5. Corporate Events**

- 4.5.1. Promotion, road show or media events all fall into this category. This type of event should generally be open to the public. The event is usually part of a wider commercial marketing campaign and therefore attracts an appropriate fee.

### **4.6. Private hire**

- 4.6.1. Events included in this category may include weddings, private parties, coach or vehicle parking and other similar events, and will be assessed on a case-by-case basis. Events of this type will normally be small scale, involving up to 50 guests. They may include the erection of small marquees or temporary enclosures/shelters.

### **4.7. Organised Fitness Training**

- 4.7.1. Activities in this category may include organised groups that operate with or without a charge to those attending the activity. Generally where groups are offering fitness training without cost to the participant then there will be no charge for the booking. Where a group or individual charges for people to attend the activity then a suitable charge will be agreed dependent on the size and frequency of the activity.

## **5. Event Application, Booking and Approval Process**

### **5.1. Application Process**

- 5.1.1. The Council is committed to providing the best available advice and guidance to event organisers to assist them in planning an event in Haringey. An electronic guide will be maintained on the Council's website and will set out the requirements on event organisers and provide all necessary contacts for other agencies that may need to be involved in planning events.
- 5.1.2. The Council will organise annual training opportunities for community event organisers to help increase the number of people and the skill level of those working voluntarily within local community organisations. This training will include a briefing on the application

process and key timelines of the process.

- 5.1.3. A comprehensive application and approval process ensures that park and open space events are only approved once all steps in the process have been correctly carried out by the applicant. The application process is outlined on the Council's website. From January 2014 the application process will be managed online and will allow hirers to see the status of their application.
- 5.1.4. Event applications must be received within the lead time stipulated below to allow sufficient time for the event consultation and application process to be completed. Should applications not be received within these lead times, it will be at the discretion of the events team as to whether a proposals can be considered.

Scale	Application to be received
Major	A minimum of 9 months before
Large	A minimum of 6 months before
Medium	A minimum of 3 months before
Small	A minimum of 6 weeks before

- 5.1.5. Normally no more than one event will be approved on the same day in any park or open space (exceptions may be made where events are complementary and with the agreement of both organisers). Should multiple applications be received for the same site on the same date, one or both of the organisers may be offered an alternative date or park. Event Organisers may sometimes be required to move venue or date for other reasons.
- 5.1.6. Applications will be checked for completeness and, if verified in line with this policy, will be subject to consultation. Consultation will involve all stakeholders, including Friends Groups, Area Parks Managers, Ward Councillors, Cabinet Member for Environment and the members of the Haringey Safety Advisory Group. Other consultees may be added where appropriate to the specific park or open space.
- 5.1.7. If deemed necessary the event organiser may be asked to attend a meeting of the Haringey Safety Advisor Group to discuss their proposed event. In most cases this will not be necessary, however, if the proposed event of a large or major scale and has not taken place previously it is highly likely that attendance will be required.
- 5.1.8. A range of 'template' style documents have been produced to assist less experienced event organisers and community groups through the event design and delivery process.

## **5.2. Approvals & Debriefs**

- 5.2.1. Once the consultation is completed and having reviewed all the supporting documentation the Council will give an in principle agreement. This in principle agreement will be subject to compliance with any pre-event conditions, payments and licensing. Failure to meet these or any conditions will result in the approval being withdrawn. In such circumstances the Council will not be liable for any cost incurred by the event organiser.
- 5.2.2. Where the proposed event is due to take place in Finsbury Park then the following additional controls shall be applied:
- Major scale events will be ordinarily limited to 5 per year, save where there is demonstrable community support for additional events.
  - Duration of major scale events will be of 1-3 days per event



- Where the organiser is seeking a premises license for an event the final attendance numbers will be set as part of the premises licensing process.
- Fairs will be limited to up to 3 occasions per year and where possible the location of fairs within the Park will be varied.
- Circuses will be permitted, where this includes performing animals this must be limited to equine (horses, ponies and donkeys), dogs, and bird (budgerigars) acts.
- No major scale events will take place during the school summer holidays.
- Event space for major scale events will be agreed through the event planning process.
- All tennis, skateboarding basketball, and children's play facilities will be remain available whilst major events are taking place.

5.2.3. If a proposed event should meet any of the criteria set out below then authority is sought from the Cabinet Member prior to giving an in principle agreement:

- Expected attendance is over 10,000
- Event lasts more than 7 days
- Event lasts more than 2 days with 5,000 or more in attendance
- Organiser occupies a site for more than 14 days including setup and take down periods.
- Additional major scale events where there is demonstrable community support.

5.2.4. Once approved, events will be promoted through the following means:

- Maintaining a list of event applications and their current status on the Council's website.
- Including confirmed events on the Council's 'What's On' page at least four weeks prior to the event taking place (two weeks for small events); including 'event specific' information and contact details of event organisers.
- Notifying by email, the website and social media those registered for event updates.
- Distributing leaflets to residents two weeks prior to any event attracting over 10,000 people.
- Holding a stakeholder meeting with the event organiser in attendance for any major or large licensed event two months prior to the event taking place.

5.2.5. Formal event debriefs will take place after all major and some large events. These meetings will include parks staff, ward Councillors (who put forward any issues which residents may have raised as concerns), the Metropolitan Police, Licensing and any other staff from specific departments who may be needed for their feedback or advice.

5.2.6. Haringey Council's decision on whether to approve or refuse any event after taking all the

above considerations into account shall be considered final. An agreement to a previous event does not set a precedent for repeat events.

### **5.3. Events Which Would Automatically Not Be Granted Approval**

- 5.3.1. Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set-out in the Terms and Conditions of Hire, or are considered to have a detrimental impact on the “normal use” of the park or open space. Failure to comply with Terms and Conditions will prejudice future event applications.
- 5.3.2. Applications to hire parks and open spaces will not be accepted from organisations or individuals that promote any political campaigns or controversial issues which may be damaging to community relations, are illegal or offensive to the public or breach the Council’s Equal Opportunities Policy.
- 5.3.3. Organised acts of religious worship will not be considered as outdoor events. Where an act of worship is ancillary to a main event and is minor in comparison it may be permitted. Where facility is made at an event for audience to pray, as a minor part of the overall event, this will be considered so long as it complies with all other aspects of this policy and with relevant legislation regarding equalities.
- 5.3.4. Further reasons for refusal may include:
- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.
  - Any event which does not provide adequate documentation or certification and cannot demonstrate that it should progress to the next stage of the application process.
  - Any event which is not able to demonstrate to Haringey Safety Advisory Group members that it can be delivered in a safe and robust manner.
  - Any event which is refused support by one of the Emergency Services.
  - Any event which discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation or disability. This aspect will specifically include any charity, community or commercial ticketed event where any of the above groups or individuals are excluded or refused entrance.
  - Any circus that includes performing animals other than equine (horse’s ponies and donkeys), dogs, and bird (budgerigars) acts.
  - Where the application is for a barbecue.
  - Where the event is specifically prohibited by a Parks byelaw.
  - Where the event falls outside of the specific controls relating to Finsbury Park.
- 5.3.5. The Council reserves the right to refuse any application and the right to impose additional conditions regarding a booking.
- 5.3.6. The following principles will be applied to the timing and frequency of events:-
- No more than one event (other than private events) will normally be approved on the same day in any park or open space.
  - The timing of events approved will be structured to maintain a balance between events and informal/casual use of parks and open spaces.

- Due consideration will be given to other major events taking place in or adjacent to the Borough, such as Premier League Football matches, Music Concerts at the Emirates Stadium and events at Alexandra Palace.
- Events will be permitted on consecutive weekends where it serves to limit the overall disruption to the park or open space and this is supported by the Metropolitan Police.

#### **5.4. Licensing and permissions**

5.4.1. Event organisers are responsible for ensuring that all required permissions and licences are acquired in an appropriate and timely manner. This will include, but is not limited to:

- Consent to use Council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Advertising consent
- Planning permission
- Premises Licence or Temporary Events Notice (TEN) may be required by event organisers. **The issue of a TEN or premises license does not itself constitute permission to use the land.**

5.4.2. Event organisers should be aware that obtaining the relevant licenses and permission will involve additional cost over and above the cost of hiring a park or open space. Costs may also be incurred in order to comply with the conditions of any license or permission.

## **6. General Conditions**

6.1.1. A comprehensive set of Terms and Conditions exists for the hire of Haringey Council's parks and open spaces. This communicates to the event organiser their obligations should they wish to hire a Haringey Council park or open space, and event organisers are asked to sign them before they apply. They are also required to sign an indemnity form. The organiser's compliance with the terms and conditions will be monitored, and failure to comply will prejudice future event applications.

### **6.2. Costs to the Council**

6.2.1. Haringey Council staff will monitor events in situ, to ensure compliance with this policy and the hire agreement. The Council will also attend pre and post site inspections with the event organiser. The cost of these visits will not be recharged. However, where the Council is required to provide, staffing, equipment, undertake works or provide other resources to the event, then the cost of such will be recharged to the event organisers.

### **6.3. Ground deposit**

6.3.1. The ground deposit will be used to fund any repairs or damage caused at the event. Where this is insufficient to cover the cost the organiser will remain liable for all additional costs. Any funds remaining after repairs are completed will be refunded. Any refund due will not be made until such time as all money owed to ALL Council departments or contractors is paid in full.

## **6.4. Noise**

- 6.4.1. Where there is cause for concern about the noise disturbance from a proposed event or where there is a previous evidence of noise disturbance the Council reserves the right to require the event organiser to appoint independent acoustic consultants to be on site to provide continual monitoring of noise levels.

## **6.5. Transport infrastructure**

- 6.5.1. In some instances, particularly for Finsbury Park, it may be necessary based on the proposed event or where there is previous evidence of a significant localised impact from people travelling, to require the event organiser to prepare a traffic and transport management plan. Such a plan may well include applying for and paying for the cost of an associated Temporary Traffic Management Order.

## **6.6. Waste management**

- 6.6.1. The proper collection and disposal of waste plays an essential part in ensuring Haringey is a cleaner and greener borough. Therefore, waste from special events should be minimised and recycled where possible. The Council expects event organisers to be responsible for minimising waste and the clearance of any waste that does arise. In addition, the Council expects organisers to promote and facilitate recycling methods as its first option of waste management before waste disposal.
- 6.6.2. Where the event organiser plans to use volunteers for the cleansing of parks after events then it will be at the discretion of the Council to charge a higher ground deposit in case such volunteer support does not materialise.

## **6.7. Sanitary provision**

- 6.7.1. Many parks and open spaces in Haringey do not have any toilet provision at all and those that do are generally inadequate for anything other than the normal day to day use of the park. It is therefore vital that at all events that appropriate numbers and types of toilets are provided to service the anticipated number of people attending. The temporary toilet facilities provided must always include accessible, wheelchair friendly units.
- 6.7.2. Where events take place within a defined arena area the Council will expect additional toilet provision to be made in the park in areas where people will access the park or congregate.

## **6.8. Sustainability**

- 6.8.1. Sustainability is a key priority for the Haringey Council. Every effort should be made to minimise environmental impact and maximise the 'green' production of events through the use of recyclable and/or reusable sustainable products and materials, e.g. minimising power consumption, bio-diesel generators and recycled cups and plates.
- 6.8.2. Where appropriate the Council will seek to work towards the principles and objectives of ISO 20121 Event Sustainability Management System.

## **6.9. Biodiversity**

- 6.9.1. Biodiversity is very important to Haringey. By giving due prominence to this important part of our environment, we aim to safeguard the ecological future of the wildlife of the borough. Event organisers must make every effort to minimise the impact of events on the biodiversity within our parks and open spaces.

## **6.10. Outdoor advertising**

- 6.10.1. Outdoor advertising using banners, posters or any other media must comply with the regulations set out by the Council. Where unapproved fly posting can be linked to an event, the event's organiser will be deemed in breach of their contract with the Council and will subsequently incur any associated costs arising through the Council having to remove such material. Where appropriate will seek to prosecute such offences and future applications from offenders will not be accepted.

## **6.11. Normal service levels**

- 6.11.1. Normal service levels are provided by Haringey Council for the day-to-day maintenance, upkeep and cleaning of public areas. All increases in these service levels will result in costs being charged directly to event organisers.

## **6.12. Volunteering**

- 6.12.1. Increasing the number of people being able to volunteer at events is something the Council would like to see event organisers develop further. Where practical within the planning of events the use of volunteers to help manage and run the event should be considered. Providing well structured volunteering can be of benefit to many within the community, not just for the opportunity to give something back, but also as a contribution to an individual's ability to demonstrate skills and aptitude in an employment setting.

## **6.13. Accessibility**

- 6.13.1. It is important to the Council that event organisers can demonstrate that they have fully considered the accessibility requirements of disabled people when attending events. The Council believes it should be proactive about making improvements to access, in particular where it grants site hire licenses for events organised by others. The Council will seek to adopt the Charter for Best Practice (see annex xx) as far as it relates to local authorities once the charter has been finalised. Where the Council enters into ongoing agreements with event organisers they will be required to both adopt the charter at Bronze Standard and show a commitment to work towards gaining the Silver Standard over the life of the agreement with the Council

# **7. Community safety**

- 7.1.1. The safety and security of event visitors, organisers and other members of the public must not be compromised by any event. It is the duty of all event organisers to make such provisions necessary as to ensure this is the case. Key items for consideration are set out in the following paragraphs.
- 7.1.2. Each event organiser will be required to produce a risk assessment of the hazards and risks associated with your event and ways in which you intend to reduce the level of risk where found. Templates and guidance will be available on the Council's website.
- 7.1.3. Security and stewarding personnel are key to ensuring the safety of all people in and around an event. All events must provide appropriately trained and briefed staff in positions to maintain crowd control, provide public information and to enforce any applied restrictions on entry and behaviour within the space, as well as to implement procedures in an accident or emergency situation. All staff working in a security role must be qualified to the appropriate level with the Security Industry Authority (SIA).
- 7.1.4. The event organiser should always consider the public's route to and from their event. Where necessary and where potential conflict points are identified additional security and

stewarding should be provided to ensure the safety and reduce any possible conflict between event goers and residents.

- 7.1.5. Child protection should be a fundamental part of the safety management of an event. Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers will be expected to submit a child protection policy statement and lost children procedure as part of their application for the event.
- 7.1.6. Medical & first aid provision. Event organisers must carry out a medical risk assessment, considering such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid and medical resources should be based upon published guidance such as HSG195 (see Section 19).
- 7.1.7. Signage within an event site should be clear to read, use commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees. All main sanitary, medical and safety facilities, as well as emergency exits, should be signposted throughout the event site. Where signage and/or advertising are used outside of the event site, guidelines around outdoor advertising must be adhered to.

## **8. Pricing Policy/Fees & Charges**

- 8.1.1. A new pricing policy is being introduced with the implementation of this policy. The charges framework has been benchmarked against prices charged by other similar London Boroughs. The fees and charges schedule will be reviewed annually to ensure both market competitiveness and maximisation of potential income to Haringey Council. The applicable fees and charges can be found on the Council's website.
- 8.1.2. Flexibility will be retained to permit officers to negotiate fees if an event is considered to be particularly advantageous for the Borough. In addition, Haringey Council reserves the right to vary the charge for major events where the proposed entrance fees are considered, by Haringey Council, to be high.
- 8.1.3. The pricing policy will be established as follows:-
  - Application Fee – All applications will be subject to an application fee which is non-refundable and payable with the submission of the application fee.
  - Booking Fee – All applications will be subject to a booking fee which is payable once the event is approved in order to secure the date and venue.
  - Daily Hire Fee (including operational days and site hire days) – All applicants will be subject to a fee for the day(s) on which the planned event takes place.
  - Setup and Set down Fee – All applicants will be subject to a separate fee for the period in which the park is occupied
  - Grounds Deposit – All applicants with the exception of small community events will be charged a site ground deposit to cover the cost of any repairs or damage that may occur during the event.

- Environmental Impact Charge – All applicants will be charged a flat rate fee dependent on their event to cover the cost of the environmental impact on the park.

## **8.2. Income Generation**

- 8.2.1. Income generated from events in parks and open spaces will be used in the first instance to meet the parks event income target in each year.
- 8.2.2. The application and booking fees will be utilised to fund the staffing costs of the booking and event management process.
- 8.2.3. Surplus income will initially be used to support and develop community led festivals and events in parks across the borough. Part of the money will be used to fund training opportunities for community event organisers to help increase the number of people and the skill level of those working voluntarily within local community organisations to put on events. The funding will be administered in conjunction with the existing Parks Small Grant Scheme.
- 8.2.4. Any additional income generated will be ring fenced to be reinvested back into parks maintenance across the borough. Where significant sums of money are generated in individual parks the investment needs of that park will be addressed first before redistributing the remainder of any funds to other parks.
- 8.2.5. In terms of Finsbury Park, surplus event income generated will be used to address the following priorities – cleanliness, toilets; quality of flowers and shrubs; diversity of wildlife; litter bins; cafes; sports facilities; dog control; lighting; seating
- 8.2.6. The environmental impact charge will be kept separate from other income received and will be utilised to address the immediate priorities for funding identified by the Friends of the park in which the money was generated.

## **9. Roles and responsibilities**

- 9.1.1. The implementation of the policy shall be the responsibility of the Head of Client Services in conjunction with the event management staff within the Client Services Team.
- 9.1.2. Responsibility for the ongoing monitoring of the policy and quality assurance will be conducted by the Client Services Manager.
- 9.1.3. The application of the policy and its consistency of application will be reviewed annually at the end of each event season (Nov-Dec). Any improvements identified will be implemented ready for the forthcoming year.

## **10. The legal context**

- 10.1.1. The Council can exercise its rights under the following acts in terms of setting aside space for events from time and to control the activities that take place at events:

<b>Public Health Acts Amendment Act 1890 Section 44</b>
---------------------------------------------------------

Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person
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<p>providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:</p> <ul style="list-style-type: none"> <li>• Over 10,000 persons attending per day;</li> <li>• Duration of more than 7 days;</li> <li>• Duration of more than 2 days with 5,000 persons or more attending per day;</li> <li>• Occupying the site for more than 14 days.</li> </ul>
<b>Public Health Acts Amendment Act 1907 Section 76(1)(a) &amp; (b)</b>
<p>Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:</p> <ul style="list-style-type: none"> <li>• Over 10,000 persons attending per day;</li> <li>• Duration of more than 7 days;</li> <li>• Duration of more than 2 days with 5,000 persons or more attending per day;</li> <li>• Occupying the site for more than 14 days.</li> </ul>
<b>Performing Animals (Regulations) Act 1925 Sections 1, 2 &amp; 3</b>
Powers to enforce provisions preventing cruelty to performing animals and to prosecute offences
<b>Public Health Act 1925 Section 56</b>
Power to agree the use of part of a park or ground set aside for games or recreation facilities subject to the charges for such uses being approved by the Cabinet Member
<b>Public Health Act 1961 Section 52, 54 &amp; 75</b>
All functions relating to the management of parks and pleasure grounds
<b>Local Government Act 1972 Section 145</b>
<p>Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:</p> <ul style="list-style-type: none"> <li>• Over 10,000 persons attending per day;</li> <li>• Duration of more than 7 days;</li> <li>• Duration of more than 2 days with 5,000 persons or more attending per day;</li> <li>• Occupying the site for more than 14 days.</li> </ul>
<b>Local Government (Miscellaneous Provisions) Act 1976 Section 19</b>
Powers to provide indoor or outdoor recreational facilities but subject to any charges for such facilities being approved by the Cabinet Member.
<b>Greater London Council (General Powers) Act 1978 Section 12</b>
Power to close park or pleasure ground on a Sunday in consultation with the Cabinet Member.

## 11. Principles

11.1.1. This policy is based on the following principles:-

- The Council supports the use of parks for Community, Charity and Commercial events.
- The Council wishes to support local community organisations through training and grant aid to enable people to hold events in their local park.



- An appropriate fee or charge will be levied on the organiser for the use of the park. The fee will vary dependent on the scale and type of event.
- Recognised parks user groups will be able to hire the park free of charge.
- Officers retain the ability to negotiate with event organisers on the fee for their event in order to secure bookings that are in line with this policy.
- Where event organisers enter into a multi-year contract with the Council there will be a requirement to produce an action plan to improve, sustainability, volunteering and accessibility over the life of that agreement.
- A community programme of events and activities is supported and funded through the income generated by events. Where appropriate funding will be made available in advance for community led events.
- All income generated by events is used to meet income targets, support the community programme and for parks maintenance.

11.1.2. These principles are borne out by the policy which sets out a clear and systematic approach to the management of outdoor events in Haringey.

## **12. Equalities and Diversity**

- 12.1.1. This policy affects those events organisers who would seek to hire a park and open space within Haringey. Monitoring information on those making applications is not collected. Therefore, there is no previous monitoring information to inform the equalities impact assessment.
- 12.1.2. However, in line with the Council's Equality Policy an equalities Impact Assessment Screening has taken place. In terms of discharging the Council's duties under the Act the Council has considered if the proposed policy would have an adverse impact on any event organisers who have protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation).
- 12.1.3. The screening process identified one group who within the protected characteristics that could potentially be adversely affected by the policy.
- 12.1.4. This group was those event organisers who seek to organise events on behalf of a particular religion or belief. The policy does not permit events where the sole purpose is as a religious act of worship. However where an act of worship is ancillary to the main event and there is no obligation on the attendees to participate this will be permitted.
- 12.1.5. Whilst this places a restriction on this particular group on the type of event they can organise it can also be seen as a positive step in promoting equal access to all sectors of the community should they wish to attend the event taking place in park or open space.
- 12.1.6. In order to minimise the potential impact on religious groups it will be imperative that all advice and guidance given makes this very clear at the earliest opportunity in the event planning process. This advice will be contained in the event planning FAQ's and event planning guidance.
- 12.1.7. The equalities impact assessment screening took place in October 2013 and is attached at Appendix A.

## **13. Audit**

13.1.1. A selection of the event applications received in year will be audited at the end of the event season (Nov-Dec) to ensure quality and to identify any areas for service improvement.

13.1.2. The results of audit will be reported to the Head of Client Services as part of the performance monitoring arrangements.

## **14. Training**

14.1.1. Staff will continue to receive ongoing professional development to support the application of this policy to management of events in parks and open spaces.

14.1.2. The policy also sets out a commitment to the training of volunteers in the planning and running of community events. Such training will be undertaken on an annual basis and where demand exists on more than one occasion per year.

## **15. Review**

15.1.1. The impact of the policy will be reviewed each year as part of the audit to assess its continued ability to deliver aims of the policy.

15.1.2. Where it is judged not to be meeting the aims of the policy this will initiate a full review of the policy.

## **16. Appendices**

- Appendix A - The equalities impact assessment screening